

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 29 APRIL 2014**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	S Cooper	Governor
	G Crowe	Governor
	P Hilton	Governor
	S Hillyard	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	M Muroki	Governor (Student)
	G Schofield	Governor
	R Smart	Governor

The quorum for the meeting was six Members.

In attendance:	J Bexson	Deputy Principal
	G Brough	Director of Estates (for items 1 – 4, 12, 13)
	S Rankine	Director of Corporate Affairs & Finance
	R Hill	Clerk to the Corporation (except Item 14)
	J Margrave	Minute Taker

The meeting was held in the Boardroom and started at 6.15pm.

1. Apologies

- 1.1 Apologies were received from Abhai Rajguru and Cheyenne Francis.

2. Declarations of Interest

- 2.1 The Chair reminded Members to declare their interests as and when necessary on the agenda.

3. Minutes of the Corporation Meeting held on 19 March 2014 and any Matters Arising

- 3.1 The minutes were agreed as a true and correct record and were duly signed by the Chair.
- 3.2 There were no matters arising not otherwise on the agenda.
- 3.3 Members noted the action points listing status.

(Mercy Muroki joined the meeting at 6.21pm)

4. Determination of Any Other Business

- 4.1 As an item of 'any other business' the Principal raised the tragic incident of the death of a teacher at a school in Leeds. The Principal had spoken with the Nominated Governor (Safeguarding) regarding this issue prior to the meeting. The Student Governor supported all efforts to work with students to achieve further support for students and staff at Northampton College

RESOLVED [C 22/14]

The Corporation resolved to encourage all efforts to support the safety of students and staff at Northampton College.

5. Strategic Objectives Monitoring Report 2013/14

- 5.1 The Principal presented the verbal report which provided an update on College media and publicity activity over the previous month along with recent success in a country-wide competition for millinery.
- 5.2 The Principal updated the Corporation on the closer working relationship with Moulton and Tresham Colleges. The Director of Marketing is working on a document regarding the three colleges which will show that, combined, there is an income of over £84m, 10,000 students and over 3,000 apprentices. The agreed strap line for this developing federation of colleges is '*FE 3, The power of three – a force in Northamptonshire*'. The resulting document will be circulated to relevant local enterprise partnerships.
- 5.3 The College has been contacted by the Department of BIS and Northamptonshire Council regarding the proposed HS2 College. The Principal has been working with the other colleges to put together a bid for the HS2 College to be sited at the campus in Daventry.

RESOLVED [C 23/14]

The Corporation resolved to note the Principal's report and supported local developments.

6. Update on Consultation Outcome

- 6.1 The Principal was pleased to report that UCU accepted the proposed changes to the contract of employment for teaching staff at Northampton College. The Principal commended all parties to the consultation process. Revised contracts of employment will be offered to be effective from 1 August 2014.
- 6.2 Members discussed staff morale and it was recognised that there is some sensitivity and uncertainty for staff, particularly teaching staff, at this time. The Principal hoped to be able to provide more stability within the College for 2014/15 but this was dependent upon a successful recruitment of students in September 2014.
- 6.3 Members emphasised the importance of communication with staff and reflected on the carousel meeting for Governors with some Curriculum Managers prior to the Corporation meeting.

RESOLVED [C 24/14]

The Corporation resolved to commend the achievement of a revised contract of employment for teaching staff based on 855 contact hours per annum.

7. Daventry – Project Update

- 7.1 The Principal reminded Members that the College management has submitted bid to SEMLEP to secure funding for a new build at Daventry. The outcome is expected late July 2014.
- 7.2 The College has engaged 'Fusion' as project managers and a successful tender has been placed for strategic building services.
- 7.3 A land agent has been appointed to value the site. Once this valuation is complete tenders will be placed for Architects' services.

RESOLVED [C 25/14]

The Corporation resolved to note the progress towards the achievement of the Daventry project and to await a further report to be presented to the Corporation on 3 June 2014.

8. Quality Improvement Plan 2014 (Monitoring)

- 8.1 The Deputy Principal presented a report on the current position regarding the Quality Improvement Plan (updated April 2014). The Deputy Principal is awaiting the July 2014 results in order to update the position in relation to English and Maths. He reminded Members of the formation of the new School of Maths and English Skills and reported that a Head of Maths had now been appointed. The Deputy Principal added that he hoped to report the appointment of a Head of English in due course. He is also seeking to appoint up to 10 teachers for these subjects.
- 8.2 The College is looking to offer more external work experience for 16 – 18s but the Deputy Principal cautioned that this expectation will need to be organised and resourced properly.

RESOLVED [C 26/14]

The Corporation resolved to note the progress in the achievement of the Quality Improvement Plan.

9. Trip to France

- 9.1 The Deputy Principal presented a verbal request for six students from the School of Hospitality and Catering to go to France on an exchange visit with a catering college. The cost would be approximately £100 per student. Other costs would be recouped via sponsorship which is already in place.

RESOLVED [C 27/14]

The Corporation resolved to approve the proposed Catering and Hospitality trip to France in principle, subject to further information becoming available through discussion with the proposed partner college in France.

10. Management Accounts and Commentary for the Period to 31 March 2014

10.1 The Director of Finance and Corporate Affairs presented the key performance indicators in the context of no significant changes from the previous report to Members. He advised that an operating surplus of £352k is forecast for the year ending 31 July 2014.

10.2 The reduction in staff numbers and costs is now equivalent to 35.5 FTE which is a 7% reduction on the estimated pay expenditure budget for the year to 31 July 2014.

10.3 Management staff pay expenditure is forecast to be 17% of College income and shows an approximate 50/50 split between curriculum management and 'other' College management. The Director of Finance offered to provide a report to the next Corporation meeting comparing 'management expenditure' with 2012/13 to seek to identify the characteristics of this aspect of pay expenditure over time and also to look at the management/administration balance.

10.4 The Director of Finance and Corporate Affairs informed Members that the College is reviewing its IT infrastructure and considering a three year lease for IT equipment which would be a more cost effective mechanism.

10.5 The EFA Funding for 2014/15 for 16-18 year olds has increased by £1.4m which is an increase of 9.8%. This is offset by the SFA funding which is down by 10% (£524K). Overall funding is expected to be up 4% in 2014/15 compared to 2013/14.

10.6 The Director of Finance and Corporate Affairs confirmed that the College was expected to meet its bank covenants for 2013/14.

10.7 Members emphasised the importance of explaining the financial performance indicators to College staff to ensure the full picture is appreciated.

10.8 Members discussed the College's approach to apprenticeships in the light of the carousel meeting between Governors and some curriculum managers. The Principal explained that an Apprenticeship Manager had been appointed with line reporting to the Deputy Principal. The Principal explained the tensions within the apprenticeship system and confirmed the College's intention to be a successful provider/partner of apprenticeships.

RESOLVED [C 28/14]

The Corporation resolved to note the management accounts and commentary for the period to 31 March 2014.

(Gordon Crowe left the meeting at 7.35 pm)

11. Internal Audit

11.1 The Director of Finance and Corporate Affairs together with a Member of the Audit Committee had conducted a selection process to appoint internal auditors for the Corporation for the period from 1 August 2014 until 31 July 2017. Four companies attended the meetings and made presentations.

11.2The recommendation to the Corporation is to appoint Icca-ETS.

RESOLVED [C 29/14]

The Corporation resolved to approve the appointment of ICCA-ETS as the College Auditors for the period commencing 1 August 2014 until 31 July 2017 at a rate of £450 per day in year one.

12. Capital Project Review

12.1The Director of Estates presented a paper to the Corporation and explained that a requirement of the SFA funding is to undertake a post-project review between 12 and 18 months following completion of the capital project. The post-project review requires approval by the Corporation.

12.2The Members considered the documentation provided for the post-project review.

RESOLVED [C 30/14]

The Corporation resolved to approve the submission of the Post Project Review report to the Skills Funding Agency.

13. Electricity Contract

13.1The Director of Estates informed the Corporation that the Yorkshire Purchasing Organisation (YPO) had asked whether the College would like to extend its current contract for electricity to take advantage of the market volatility over the pricing for 2015/16. The Director of Estates required specific authorisation from the Corporation to extend the electricity contract as it will go beyond the five year range and would cover the period from 2015/19.

RESOLVED [C 31/14]

The Corporation resolved
(a) to vary its financial regulations in this specific instance and
(b) to approve the extension of the electricity contract with the Yorkshire Purchasing Organisation for the period 2015/19.

(Ron Hill left the meeting at 7.55pm)

14. Clerk to the Corporation

14.1The Principal presented a paper to the Corporation outlining the advantages to the College in retaining Dr Hill as Clerk to the Corporation until 31 July 2015. The retention of Dr Hill would ensure expert guidance in moving governance forward whilst also developing the procedural support for the Executive Team and administration.

14.2Following discussion the Members asked for a Governance item to be on the agenda for the meeting on 3 June 2014.

RESOLVED [C 32/14]

The Corporation resolved

(a) to agree to the continuing engagement of Dr Ron Hill as Clerk to the Corporation until 31 July 2015.

(b) to request the Principal, Chair of the Corporation and the Clerk to the Corporation to meet to consider the development of governing practice

(c) to request further consideration of governance arrangements by the Corporation at its meeting of 3 June 2014

15. Minutes of the Search and Governance Committee meetings held on 19 March and 29 April 2014

15.1 The minutes of the meeting held on 19 March 2014 were noted.

15.2 The Chair of the Search and Governance Committee presented a verbal report from the meeting held on 29 April 2014 and informed Members that the Committee is considering succession planning for the Chair and Vice Chair of the Corporation and had asked for proposals and a timescale from the Clerk to the Corporation.

15.3 The Chair confirmed to Members that Maughan Johnson had formally resigned from the Corporation. Members suggested advertising of this 'external' Governor vacancy and the Clerk to the Corporation explained the parallel actions of developing a skills/personal profile of Members to assist focus and diversity of membership and also the encouragement of interested individuals in Corporation membership.

RESOLVED [C 33/14]

The Corporation resolved to note the report from the Search and Governance Committee

16. Date and Time of Next Corporation Meeting

16.1 The next meeting of the Corporation will be held on Tuesday 3 June 2014 at 6.15 pm at Booth Lane.

The meeting closed at 8.00 pm.

Ron Hill
Clerk to the Corporation
Northampton College